

U.S. Department of State  
**INTERAGENCY POST EMPLOYEE POSITION DESCRIPTION**

Prepare according to instructions given in Foreign Service National Handbook, Chapter 4 (3FAH-2)				
1. Post <div style="text-align: center;"><u>PANAMA</u></div>	2. Agency <div style="text-align: center;">STATE</div>	3a. Position Number <div style="text-align: center;">313201 A53022</div>		
3b. Subject to Identical Positions? Agencies may show the number of such positions authorized and/or established after the "Yes" block.  <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No				
4. Reason For Submission <input type="checkbox"/> a. Redescription of duties: This position replaces <div style="margin-left: 40px;">(Position Number) _____ (Title) _____ (Series) _____ (Grade)</div> <input type="checkbox"/> b. New Position <input checked="" type="checkbox"/> c. Other (explain) <u>To update duties and responsibilities</u>				
5. Classification Action	Position Title and Series Code	Grade	Initials	Date (mm-dd-yyyy)
a. Post Classification Authority FRC Regional Classifier	Pay Assistant, 425	FSN-7		3.9.16
b. Other				
c. Proposed by Initiating Office FINANCIAL MGMT OFFICE				
6. Post Title of Position (if different from official title) PAYROLL LIAISON ASSISTANT		7. Name of Employee		
8. Office/Section U.S. EMBASSY PANAMA		a. First Subdivision MANAGEMENT SECTION		
b. Second Subdivision FINANCIAL MANAGEMENT OFFICE		c. Third Subdivision		
9. This is a complete and accurate description of the duties and responsibilities of my position.  <div style="border-top: 1px solid black; margin-top: 20px;">Printed Name of Employee</div>  <div style="display: flex; justify-content: space-between; margin-top: 20px;"> <div style="border-top: 1px solid black; width: 45%;">Signature of Employee</div> <div style="border-top: 1px solid black; width: 45%;">Date (mm-dd-yyyy)</div> </div>		10. This is a complete and accurate description of the duties and responsibilities of this position.  <div style="border-top: 1px solid black; margin-top: 20px;">Printed Name of Supervisor</div>  <div style="display: flex; justify-content: space-between; margin-top: 20px;"> <div style="border-top: 1px solid black; width: 45%;">Signature of Supervisor</div> <div style="border-top: 1px solid black; width: 45%;">Date (mm-dd-yyyy)</div> </div>		
11. This is a complete and accurate description of the duties and responsibilities of this position. There is a valid management need for this position.  <div style="border-top: 1px solid black; margin-top: 20px;">Printed Name of Chief or Agency Head</div>  <div style="display: flex; justify-content: space-between; margin-top: 20px;"> <div style="border-top: 1px solid black; width: 45%;">Signature of Chief or Agency Head</div> <div style="border-top: 1px solid black; width: 45%;">Date (mm-dd-yyyy)</div> </div>		12. I have satisfied myself that this is an accurate description of this position, and I certify that it has been classified in accordance with appropriate 3 FAH-2 standards.  <div style="border-top: 1px solid black; margin-top: 20px;">Printed Name of Admin or Human Resources Officer</div>  <div style="display: flex; justify-content: space-between; margin-top: 20px;"> <div style="border-top: 1px solid black; width: 45%;">Signature of Admin or Human Resources Officer</div> <div style="border-top: 1px solid black; width: 45%;">Date (mm-dd-yyyy)</div> </div>		
13. Basic Function of Position  Acts as the Principal Liaison between post and the Bureau of the Comptroller and Global Financial Services (CGFS) in Charleston on payroll, time and attendance (T&A), leave allowances, and other compensation matters for all Mission personnel served. Prepares and transmits data for T&A and payroll issues, as well as assists all employees with payroll. Processes payments of allowances for American employees, including but not limited to post differential, hardship, education, separate maintenance, and living quarters allowances, as applicable.				

## 14. Major Duties and Responsibilities

100% OF TIME

### 1. Payroll Technician and Liaison Duties

50%

Drafts payroll cables and forwards payroll source documents to CGFS for U.S. Mission FS, PSC, and American employees including necessary cables, faxes, and electronic mail follow-ups. Source documents include the following:

Allotment of pay (SF-1198), Personnel Actions (SF-50 and JF-62A), Payment Voucher (OF-206) for Temporary Quarters Subsistence Allowance (TQSA), Medical and Educational Payments, Notification of Arrivals/Departures (WFC-13), Charge Pay (WFC-10), U.S. Savings Bonds Authorizations (SF-1192), Allowance and Grant Applications (SF-1190), Advance of Pay (JF-55), and Employees Withholding Allowance Certificate (W-4).

Computes FSN separation, severance pay, retirement pay, local bonus, terminal leave, and seniority payment in connection with employees separations for PER and CGFS use. Receives biweekly payroll earnings statements and payroll vouchers for sorting by agency and employees. Audits earnings statements before delivery to each employee. Prepares monthly reports for payment of FSN and PSC social security for State serviced agencies. Reconciles reports with payroll records and delivers benefit checks to GOP. Coordinates with local insurance companies and banking institutions for discrepancies in FSN payroll deductions. Receives, audits, and prepares for approval by FMO, SF-1190 allowance applications for payment of allowances, including but not limited to post differential, hardship, education, living quarters, and separate maintenance allowances. Requests and submits cables for Charge Pay and post hardship differential allowance. Calculates overtime amount for approval of the Certifying Officer, processes advance of pay requests through the FMO to CGFS for American personnel. Prepares annual income tax letters for all FSN, PSA, and PSC employees for FMO certification. Prepares IRS Tax Form 1099-Misc for Americans paid by vouchers to be sent to IRS annually, including grants payments. Prepares payments for overtime worked by local employees. Prepares social security reports to include salary changes. Reconciles and balances social security payments between employer/ employee portions by agency and by payroll period. Process payments for Representation vouchers. Prepares Journal Vouchers (JVs) to properly move expenditures for overtime worked by Embassy State staff for VIP events, including but not limited to POTUS, VPOTUS, FLOTUS, FPOTUS, Secretary of State, CODEL, STAFFDEL, and other Cabinet Level Agency Heads, as well as other overtime for Mission agencies and all payroll matters subject of accounting adjustments.

### 2. Time and Attendance (T&A) Liaison Duties

25%

Performs central T&A liaison duties for U.S. Mission employees. Receives and audits all biweekly T&A reports, cables, and supporting documents. Prepares biweekly consolidated T&A cables for CGFS. Maintains post audit file for T&A reports biweekly earnings statements and reports discrepancies to CGFS. Maintains lists of Mission unit timekeepers and provides training and guidance to all new timekeepers. Serves as timekeeper for the Executive Office, DAO, WAE, other Mission timekeepers, and student interns, which requires entering all data into the T&A system.

### 3. Budget, Voucher Payments, and Miscellaneous Duties

20%

Maintains accounts receivable files for medical insurance claims. Prepares medical payment vouchers for certification, prepares DSL-996 letters to employees regarding insurance benefits, and forwards copies of DSL-996 to M/MED in Washington. Follows-up on employee medical insurance benefit claims for collection. Reports to M/MED recovery charges from health insurance for American medical evacuations or hospitalizations. Prepares annually the FSN Liability for Severance Payments for all State positions to WHA/EX and Budget and Planning (Washington). Answers employee's inquiries on payroll, allowances, and leave matters, or refers to the FMO if necessary. Assists Budget Analysts and FMO in preparing Field Budget financial plans for American education allowances and FSN, PSA, and PSC salaries and related benefits.

### 4. Other Duties

5%

Conducts annual surveys for Education Allowances for review and adjustment of post allowance rates by the Office of Allowances in Washington. Inputs all necessary education rates into WebPASS eAllowances Survey with necessary documentation yearly in order to increase post education allowances authorized in section 920 of the Department of State Standardized Regulations (DSSR).

**NOTE: This position description in no way states or implies that these are the only duties to be performed by incumbent. Incumbent will be required to perform other duties as assigned by the agency.**



15. Qualifications Required For Effective Performance

- a. Education:  
Minimum of two years of college.
- b. Work Experience:  
Two years of progressive responsible work experience with a large organization in an accounting or payroll position.
- c. Post Entry Training:  
Incumbent will be trained on Time and Attendance regulations and WinTA.3.02 system, Overseas Pay and Allowances, Payroll, and Voucher Examining, including the on RFMS-Momentum Financial System. Also, incumbent must receive on-the-job training to learn State Department applicable regulations pertaining to payroll, allowances, and leave, including the DSSR, Foreign Affairs Manual (FAM), and Foreign Affairs Handbook (FAH), as well as applicable post specific policies and the Local Compensation Plan. After probationary period, take PA480 - Voucher Examiner Course (40-hours).
- d. Language Proficiency: List English and host country language(s) proficiency requirements by level (II, III) and specialization (sp/read):  
Level IV (Strong Working Knowledge) Speaking/Reading English is required. Level IV (Strong Working Knowledge) Speaking/Reading Spanish is required.
- e. Job Knowledge:  
Must know basic accounting principles and advanced expertise in payroll processes. Must know how to work at a large organization in an accounting or payroll position, with experience and knowledge in local Panamanian social security systems. Must be able to communicate budget, payroll, and T&A information clearly and completely, both in writing and orally, to Agency Heads, Post Management, Bureau contacts in Washington and CGFS, and colleagues within all Management sections at post. Must be proficient in standard business software packages including MS Office Suite (Word, Excel, PowerPoint, Access, and Outlook). Must be proficient with an adding machine.
- f. Skills and Abilities:  
The position requires a self-starter and independently motivated employee. The position must:
  - ✓ Summarize information orally and in writing to present sensitive payroll and T&A issues to Embassy personnel.
  - ✓ Display strong interpersonal, communication, and customer service skills to facilitate exchange of information at the working level.
  - ✓ Follow through on analytical work to minimize need for detail work by higher graded personnel.
  - ✓ Be skilled in investigating, interpreting, and applying USG regulations and be able to relate them to issues at hand.
  - ✓ Comprehend and properly apply to the voucher examining process all applicable regulations.
  - ✓ Possess strong organizational skills to prioritize workload well.
  - ✓ Be able to work under pressure and meet deadlines, including dealing effectively with interruptions and developing flexibility in dealing with crises. Must be able to accept frequent changes in priorities, operational procedures, and evolving systems and applications.
  - ✓ Possess strong typing and computer skills (Microsoft Office Suite including Word, Excel, Access, PowerPoint, and Outlook, and use of the Internet and Intranet).

16. Position Elements

- a. Supervision Received:  
Reports directly to the Financial Specialist and in his/her absence, the Financial Management Officer (FMO).
- b. Supervision Exercised:  
None.
- c. Available Guidelines:  
FAM and FAH (specifically 3, 4, and 6 FAM), Standardized Regulations (DSSR), T&A Handbook, RFMS Users Manuals, State Department and CGFS cables, Management and Financial memos, and specific guidelines from serviced agencies, as well as Panamanian local labor laws on overtime and payroll.
- d. Exercise of Judgment:  
Must exercise poise and tact in dealing with American and LES employees and school vendors. A significant degree of judgment is exercised by the incumbent in interpreting numerous regulations and agreements provisions when processing allowance payments and answering payroll queries. Judgment is also required when establishing work priorities. Must be able to exercise judgment over routine clerical matters. Incumbent is expected to answer payroll, leave, and allowance inquiries from all American and FSN employees and to draft cables for correction of payroll, allowances, and leave errors.
- e. Authority to Make Commitments:  
None.
- f. Nature, Level and Purpose of Contacts:  
Conducts orientation for all new American and FSN employees regarding pay, leave, allowances, and benefits, as well as answer any inquiries on those matters. Also will have direct communications with American Officers regarding status of billing, reimbursements, and allowances. Incumbent has daily contact with CGFS payroll officials regarding payroll and disbursing problems. Coordinates payments with insurance companies and local banking institutions.
- g. Time Expected to Reach Full Performance Level:  
One year.